



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Acceptance of Checks**  
**Number: 2.1.9.1**

Responsibility: Administrative Services  
Last Updated: November 1, 2023  
Related Policy: 2.1.9 Outstanding Checks

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President

**Purpose:**

The purpose of this procedure is to define conditions and circumstances for the acceptance of checks or similar negotiable instruments in order to minimize losses due to returned/dishonored checks or instruments.

**Procedure:**

1. Payment for Goods and Services
  - a. Acceptance of Checks
    - i. Checks must be made payable directly to the Technical College of the Lowcountry. No third-party checks may be cashed or accepted in payment of college debts or purchases.
    - ii. Checks are acceptable only for the amount of fees or purchases.
    - iii. The following may not be accepted as payment for goods or services:
      1. Starter or counter checks
      2. Any check issued with a material alteration such as to the payer name, amount, or payer signature
      3. Post-dated checks or checks over 30 days old
    - iv. All checks received for payment of student accounts that are drawn on out-of-state financial institutions must be approved by Accounting Manager or designee
  - b. Required Information on Payer
    - i. At a minimum, all checks received for payment of goods or services must include the following information:
      1. Preprinted payer name and physical address. Checks with only a post office address will not be accepted.
      2. Telephone number (if a personal check, work number, and home phone numbers must be included)

3. Signature of payer
      - ii. Personal checks must include:
        1. SC state driver's license number or, if applicable, other state or federally issued identification card number
        2. Student ID number
      - iii. In order to safeguard student information, College employees should not write social security numbers on personal checks.
    - c. Individuals presenting checks for payment must provide a photo identification such as Student ID, driver's license, or military ID card before the check may be accepted.
  2. Manner and Time for Deposit: All checks accepted by the College must be stamped "For deposit only - Technical College of the Lowcountry" and must be deposited to the College's account no later than the next business day.
  3. Dishonored Checks
    - a. All dishonored checks will be maintained in the Business Office pending resolution.
    - b. The Business Office will notify the payer of the dishonored check by a letter sent by Certified Mail to the address noted on the check. The payer is required to make restitution to the College in the form of cash, certified check, or money order equal to the amount of the check plus \$35.00 within 10 days of the date of the letter. Failure to make the required restitution will result in further legal action through the Beaufort County Magistrate's Court.
    - c. Students who have issued dishonored checks to the College will be subject to cancellation of registration for nonpayment of fees.
    - d. Once a warrant has been placed on a payer for a dishonored check, the payer must contact the Beaufort County Magistrate's Court to pay all required court and/or warrant costs.
    - e. The Business Office reserves the right to refuse to accept personal checks from any payer who has presented more than one dishonored check to the College or has issued a fraudulent check during the previous three-year period.
    - f. Presentation of a fraudulent check (closed account, forgery, etc.) is a criminal act and may be considered a violation of the student code.